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GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF CORRECTIONS
LANSING

DANIEL H. HEYNS
DIRECTOR

DIRECTOR'S OFFICE MEMORANDUM 2014 - 27

EFFECTIVE: January 1, 2014

DATE: December 30, 2013

TO: Executive Policy Team
Administrative Management Team
Wardens

FROM: Daniel H. Heyns, Director

SUBJECT: Self-Audits/Performance Audits in Correctional Facilities Administration

SUPERSEDES DOM 2013 - 20 (effective 01/01/13)

The Department discontinued accreditation agreements with the American Correctional Association (ACA) beginning January 1, 2012 as part of a broad package of cost-cutting measures being undertaken by the Department. The Department continues, however, to closely monitor the best practices standards as established by ACA in formulating Department policy and procedure.

Correctional Facilities Administration (CFA) will continue to conduct institutional self-audits on an annual basis as set forth in PD 01.05.100 "Self-Audit of Policies and Procedures." The Director or designee, however, will select the policy directives on which the self-audits will be performed. Wardens may select any additional policy directives they want self-audited at their respective institutions. At the conclusion of the self-audit, the Warden shall ensure that a report is prepared containing the information required in Paragraph I of PD 01.05.100 and that a copy is sent to the appropriate Assistant Deputy Director and to the Performance Audit Specialist in the Operations Section, CFA.

CFA also will conduct performance audits on the former Regional and Central Office level. Similar to self-audits, performance audits are a means by which to ensure compliance with Department policy and procedures and to correct any deficiencies that are found to exist. Performance audits will be used to identify trends and best practices as well as identify areas of concern that exist throughout the Department.

The Performance Audit Specialist will oversee the performance audit process and provide technical assistance to staff in performing these audits. Performance audits will be conducted in accordance with a schedule and the performance audit manual developed by the Performance Audit Specialist and approved by the CFA Deputy Director or designee. More frequent performance audits may be conducted as directed by the appropriate Assistant Deputy Director or by the Performance Audit Specialist for Central Office performance audits.